

Olde Towne Revitalization Coordinator



Job Code: 1849
Grade: 123
Reports to: Assistant City Manager
Salary Range: \$38,367 - \$58,678
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional work in the development and implementation of the Olde Towne Gaithersburg District Master Plan; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for facilitating development/redevelopment in accordance with the Master Plan and implementing programs, projects, and initiatives to further promote the revitalization of the Olde Towne Central Business District. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences, and periodic reports or evaluations. Work is performed under the general supervision of the Assistant City Manager.

ESSENTIAL FUNCTIONS

Facilitating development/redevelopment; implementing programs, projects, and initiatives; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Provides guidance and promotes Olde Towne Gaithersburg District Master Plan, assisting as necessary to facilitate development/redevelopment in accordance with the plan and implementing programs, projects and initiatives to further promote the revitalization of the Olde Towne Central Business District.
- Prepares review evaluations and coordinates renovations with architects and engineers.
- Acts as liaison to the Olde Towne Advisory Committee, the Gaithersburg Arts and Monuments Funding Corporation, Inc., the Olde Towne Business Watch, the Gaithersburg Business Alliance, and the Olde Towne residential, business and development communities.
- Serves as a customer service expert providing leadership and resolution of complex issues in the daily operations.
- Represents and explains program policies and procedures to citizens, contractors, and others through discussions and meetings.
- Researches complex cases, resolves problems and effectively recommends alternatives, and actions to resolve conflicts in applications, policies, and rules.
- Takes initiative and works independently to ensure program policies and goals are achieved on an ongoing basis.
- Ensures customers receive courteous, complete, and timely information to avoid delays and expedite timely determinations.
- Maintains accurate business, events and attraction information to assist with leisure activities.
- Maintains necessary records and reports.
- Design, research and compose Olde Towne Talk of the Towne newsletter providing information about revitalization efforts.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current office technology and the ability to apply same; knowledge of communications, marketing and business practices; knowledge of organizational and regional redevelopment needs; knowledge of research methods and appropriate means for gathering and reporting information regarding trends impacting the development and refinement of public relations programs; knowledge of and experience in promotions and the partnerships necessary to successfully develop and implement; ability to work with representatives to conduct comparative analysis and effectiveness of actual ads in relationship to size, drawing power and competition; ability to effectively present complex ideas and plans to various audiences; ability to maintain close working relationships with outside contract agencies; ability to administer budgets; ability to write, edit and produce reports and correspondence germane to the position; ability to communicate effectively, both orally and in writing; ability to represent the City at public speaking engagements to conduct themselves with the highest level of integrity.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with an Associate's Degree, with coursework emphasis in Economic Development, Marketing or related field; five (5) years of progressively responsible related experience in development/redevelopment projects or related field; Bachelor's degree is preferred and may substitute for a portion of the required experience; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.